

### Chapter 3

#### Orginalzational Structure

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#### Medical Superintendent

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#### Dy.Medical Superintendent

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#### Sr.Medical Officer

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ह Medical ह	ह Nursing  Matron				ह param edical ह	ह OS Head clerk ह			ह Maintenance Sub Eng./Jr Eng.
ह	ह	ह	Time Keeper	ह	ह	ह	ह	ह	ह
M. O. A. M. Os.	Honorary Asstt. Honorary Lecturers/ Cl.Asstt Registrar House Officer Intern	Asstt Matron		Paramedical		Clerk  Steno/Typi st	MRO/MR T R.A. Hamal	Telep hone Opt.	A/C  Electriian  Plumber  Carpenter
									ह
		Sister I/c  Staff Nurse  ANMs  ward Asstt  Theatre Asstt  Tailor	Labour Staff  Khada Badle		ह  ह  ह	civil H/West Ward  A.E.Maint	ह  ह	Electrical E.E.  (ME & E)	Electronic  MEC  Parel

		Radiology	डा Pathology	डा Pharmacy	डा OT/P T	डा ECG	डा MSW
		Hon <sup>री</sup>	Hon	H.P.	Physio therap ist	ECG Tech	
		X-ray tech	Lab.Tech.	H.P. Sr.Pharm	Occ. Thera pist		
		X-ray Asstt.	Lab.Asstt.	Pharmacist			

## **Power and Duties of Officers and Employees**

### **Responsibilities & Duties**

#### **MEDICAL SUPERINTENDENT**

- 1) Administrative control of Hospital
- 2) Information to Chief M.S. H.O. and higher authority
- 3) Proposal for expansion, improvement of existing facilities, implementation of same.
- 4) Co-ordination with Dy.M.S.,Sr.M.O. & other members.
- 5) The Rules and regulations done to maintain control, implementation of rule discipline and regulations

FINANCIAL POWERS: As per MCGM rules and regulation

#### **Dy.M.S.**

- 1) To carry out the duties of M.S. in absence of M.S. as delegated.
- 2) Co-ordination with Sr. M.O. & other members
- 3) To maintain control, implementation of rule discipline and regulations.

Powers: As delegated by M.S.

FINANCIAL POWERS: As per MCGM rules and regulations.

#### **Sr.M.O.**

- 1) To carry out the duties of Dy.M.S. in absence of Dy.MS. as delegated.
- 2) To take hospital rounds observing cleanliness is maintained, ward problems etc.
- 3) Attend meetings
- 4) Look into day to day administrative works.
- 5) Address grievances of patient's relatives as well as hospital staff.

POWERS: As delegated by M.S.

FINANCIAL POWERS: As per MCGM rules and regulations

### **Medical Officer**

#### **Responsibilities & duties**

- a) Clinical - To attend OPDs and Wards during morning time
- b) Administrative: Each Medical Officer has separate Department.

#### **The following are the responsibilities -**

- 1) Ledger checking with physical verification.
- 2) Daily noting of visit book in concerned department.
- 3) Monitor the investigation sent outside.
- 4) Fumigation of Ward store & O.T. and check sterilization.
- 5) Making duty list of RMOs.
- 6) Complaint redressal in concerned department
- 7) When they go on leave, they should take signature of other M.O. who will take administrative responsibility of concerned department.

#### (c) **Night Duty :**

- 1. Details about rounds
- 2. Staff position
- 3. Whether the Staff is on uniform or not.
- 4. Operation if any.
- 5. Intern present in casualty or not.
- 6. Any investigation sent outside.
- 7. All new admissions
- 8. Lecturer on emergency duty present or not
- 9. RMOs of emergency duty present or not
- 10. Overtime book to be checked.
- 11. VIP report
- 12. Waste Management.

13. Linen & Vessels present in ward or not
14. Report of patients going discharge against medical advice.
15. Attend Mun. OPD and sign Mun.Muster
16. Transfer in and out of hospital
17. Deaths if any
18. Transfer of dead bodies.
19. Give ARV in the morning
20. Untoward incidents if any.

Medical Officers are directed to take rounds between 10 pm. to 1 a.m. check the following.

1. All new admission and serious patients.
2. Indoor pts. paper should be checked for notes of RMOs. whether treatment has been started and whether the concerned Registrar and lecturer has seen the patient.

Powers: As delegated by Medical Superintendent.

### **Honorary Staff.**

#### **Duties of Honoraries:**

1. Every Honorary shall attend the OPD patient, indoor work operation theaters etc. on all days excluding weekly off days and Sundays.
2. Supervising the work of the subordinate Medical Staff.
3. Delivering lectures and hold in clinical demonstrations as per the timetable fixed from time to time.
4. Giving instructions to the postgraduate students as per program fixed by the department of the University.
5. Conducting Annual, Terminal or any other examination as program arranged.
6. Participation in conference and other educational programs organized in the institutions.

### **Office Superintendent**

To exercise general supervision over the working of the staff in the section under him and to guide the staff whenever necessary. To co-ordinate the working of the section under him. To assist the superior officers in adm. matters whenever necessary. To see the proposals for staff additional activities, new medical institutions etc. are put up as per the directions of higher authorities. To attend the grievances of the staff, rep. of the unions, private parties etc. and to help them in the frame of work of rules and regulations in course. To guide the staff in preparing the budget of income and expenditure. To see that cleanliness and neatness is maintained in the office premises.

To do any other duty as may be directed by the superiors.

### **Matron**

The Matron of the hospital is directly responsible to the Medical Superintendent of the hospital for the efficient management of the departments committed to her charge, namely the Nursing Service of the Hospital.

### **Jr. Asstt. Matron**

#### **Responsibilities & Duties.**

- To assist the Matron in day-to-day work.
  
- To take daily rounds during her duty hours in wards and supervise and check the work of nursing staff, cleanliness and sanitation upkeep of the wards, proper maintenance of ledgers and records, stock position regarding medicines & linen etc. and report the irregularities to Matron & M.O.
  
- To check the General Stores of the Hospital, to see that necessary articles are indented from Central Stores in advance and supplies are received well in advance so that the hospital does not suffer from shortage. To see that store ledgers are maintained properly and to report default or irregularity in stores to Medical Superintendent.

- To verify the condemned articles of all the various departments and report the irregularities to M.O. through the Matron.
- To arrange and supervise the mending of linen from the wards and departments.
- To supervise the distribution of diet and milk to the patients.
- To assist the Matron in arranging social functions for the nursing staff.
- To help the Operation theatre, O.P.D., and Department, E.N.T. or any other department if required in the case of emergency.
- To carry out any other duties entrusted to be medical superintendent or any other superior.

Power - As delegated by Medical Superintendent.

### **Sister in charge**

#### **Responsibilities & duties**

- To assign work to the nursing and labour staff.
- To maintain co-ordination and discipline among the nursing & labour staff.

#### **Nursing - Care of Patients**

1. To regularize admission and discharge of patients.
2. To supervise distribution of diet & milk for patients.
3. To take rounds with the medical staff and assist the medical staff in examination of patient and treatment.

4. To assist and supervise clinical investigation, pre-operative cases.
5. To maintain patient's records.
6. To intimate Matron of special emergencies in the ward.

### **Ward Management**

1. To arrange for cleanliness of the ward, its annexes and environments.
2. To see regarding upkeep and repairs of linen and ward equipments.
3. To keep dangerous drugs in custody.
4. To put up indents for drugs, surgical supplies, stores, diets and linen
5. To maintain stock ledgers.
6. To issue store articles
7. To be responsible for the patients valuables and clothes.

### **General :**

1. To participate in professional activities.
2. To perform any other duties related to nursing service.
3. To do any other work that may be assigned to her by the Matron/Superintendent/M.O.

**Powers: As delegated by Medical Superintendent.**

### **Staff Nurse.**

#### **Responsibilities & Duties**

- 1) To assist the ward sister and act for her in her absence.
- 2) To take over from the night nurse of the medical ward including of various specimens such as stools, urine, sputum etc., and arrange to send them to the Pathological Department for examination and report.

- 3) To prepare in surgical wards dressing trolleys and to help the Doctor in the skin preparation of the patients for operations and to see to other general preparation of the patient before being sent to the theatre.
- 4) To take rounds with the House Officer when sister is busy with the honorary staff or when off-duty.
- 5) To give medicines and injections as directed.
- 6) To write report of every patient in the ward report book and of the seriously ill patients in the general report book of the hospital.
- 7) To serve & supervise the patients diets in the evening.
- 8) To help the Doctor in giving intravenous and injections and various other procedure of tapping aspiratory Venesection, artificial, pneumothorax, saline infusions, blood transfusions, dressing of surgical wounds etc.
- 9) To keep record of all the injections given to the patients during the day.
- 10) To keep a proper stock of various articles required for the daily ward use, and inform the ward sister on the indent days about the things required be indented for the ward.
- 11) To attend night duty as Assistant to Night Superintendent.

**Powers: As delegated by Sister in charge.**

### **M.R.O.**

Adm. Medical Record deptt. Supervision of Registration Deptt.

Revenue: Collection from patient and remittance to Account department , issue of certificate, Attend Court cases, M.I.S. Report, notifiable disease report, to give information/reports to higher authorities.

To maintain Medico legal Registers. Indoor Papers i.e. general, medicolegal, Annual statistics, Performance Report, Administrative Department

### **Time Keeper**

To be in charge of the labour staff and be responsible for the proper discipline, attendance and substitute arrangements of the labour staff.

To be responsible for the proper maintenance and up-keep of the muster role of the labour staff.

To supervise the work of Havildar and Asstt. Havildar etc.

To prepare a statement showing the number of days each of the members of the labour staff was present, at the close of every month and hand it over to the establishment clerk.

To be present at the disbursement of pay on paydays along with Havildar and/or Asstt. Havildar for identification of each member of the labour staff and for maintaining order or discipline among the labour staff during the disbursement of pay.

To receive applications for casual leave, earned leave, etc. and to forward them to the office for disposal, after endorsing thereon the date of proceeding on leave, resumption of duty, amount of leave already enjoyed.

To help the establishment clerks whenever necessary.

To check up the casual leave entered in the muster with that entered in the leave register at the end of every month and to set right irregularities, if any.

To give surprise visits at night and check the presence of staff.

### **X-ray Technician**

#### **Responsibilities and Duties:**

1. To check up and arrange with forms all the x-ray films taken on the previous day.
2. To take routine x-rays like chest, spine, skull, etc. with proper labeling and identification.
3. To assist in special investigations e.g. barium studies etc.

4. To assist the Hon. Radiologist while reporting the x-ray films.
5. To keep day to day account of x-ray films utilized.
6. To prepare and arrange the museum films.
7. To supervise the dark room work.
8. To maintain appointment register. Pin up the x-ray films and arrange dispatch of x-ray films as directed by Hon. Radiologist, Resident radiologist
9. To keep record of films indented used and in balance every day.
10. To work in emergency duty whenever asked for
11. To keep and assist in keeping accounts of the articles in the department, in order.
12. To take care of X-ray machines and arrange for cleaning the same and carry out other radiology duties under supervision and guidance of Radiologist.
13. To supervise the work of subordinate staff, such as x-ray assistants, attendants and servants.
14. To give appointments in consultation with the medical staff for specialised investigations.
15. To attend portable x-ray calls and to see that machines are not damaged during transit.
16. To clear the cassettes and intensifying screens periodically.
17. To do any other work assigned by the Head of the department.

**Powers: As delegated by Medical Superintendent.**

**Laboratory Technician**

**Responsibilities & Duties**

1. To prepare and keep ready slides of various materials received from wards and routine Laboratory work.
2. To collect samples of Blood,urine,stools of patients/examine them and submit and report of examination. .
3. To look after cleanliness and proper maintenance of the instruments and apparatus in respective sections.

4. To assist in the preparation of Medicine, Reagents & Mucus specimen etc. in the dispatch book.
5. To receive articles and materials from the stores and to maintain ledgers regarding equipments and materials used in the laboratory.
6. To enter the reports of laboratory examinations in the dispatch book.
7. To report breakages and enter them in the breakage book.
8. To carry out laboratory investigations independently.
9. To carry out specialized type of work special training and processing or Biochemical investigations and to help in research work.
10. Carry out serological/haematological tests under guidance of Junior Scientific Officer/Pathologist.
11. Maintain records/registers of investigations carried out day today.
12. To perform any other work that they are directed to carry out by the Hospital supervisory staff.

**Powers: As delegated by M.S.**

**Head Pharmacist**

**Responsibilities & Duties**

1. To supervise the work of pharmacists and laborers working under him.
2. To see that the medicines schedules prepared by Drug Sub Committee are copied out.
3. To check the stock of medicines and other items under his control periodically and as soon as the stock reaches the reorder level and to see that timely indents for medicines, etc. are put up on scheduled contractors.

4. To see that supplies of medicines and injections against the indents are received and stored at the proper places.
5. To institute risk and cost purchase procedures and injections.
6. To maintain an account of costly medicines and injections.
7. To certify bills in respect of medicines, etc. received.
8. To maintain a dead stock register.
9. To see that other dispensary registers are maintained and to check them periodically.
10. To watch the expiry dates of medicines and injections by maintaining an expiry dates register and to take timely steps to send them to other sister institutions. If they cannot be used by hospital before the expiry dates.
11. To see that hospital stamp is affixed on all medicines and injections in the dispensary for identification in the case of pilferages.
12. To arrange all items of medicines, etc. on the racks provided for the purpose systematically so that they are available readily for issuing, checking etc.
13. To maintain medical store ledger upto date for verifications of stock by auditors and hospital authorities.
14. To check the entire medical store twice a year.
15. To calculate the cost of drugs and materials supplied from medical store to various departments of the hospital, separately. For the purpose to performance budgeting.
16. To attend emergency calls whenever called upon to do so.
17. To perform any other duty as may be directed by the superiors.

**Powers: As delegated by Medical Superintendent.**

**Head Clerk:**

**Responsibilities & Duties**

1. To scrutinize all proposals of establishment section to supervise the work of appoints, postings, transfers etc.
2. To attend to Union Matters, cases of disciplinary actions etc.
3. To scrutinize important - proposals of accounts and general sections.
4. to exercise general supervision on the work of furnishing various information etc.
5. To exercise general supervision over the office.
6. To attend to the work of general nature not falling within the purview of establishment, Accounts and General Sections.
7. To perform any other duty as may be directed by the M.S. or any other officer from time to time.

**Powers: As per MSR rules**

**M.R.T.**

**Responsibilities & Duties**

1. To exercise supervision over staff to Medical Record Department.
2. To supervise and guide completion, compilation and disposal of medical record.
3. To help research workers.
4. To prepare Administration Report for Municipal Corporation and for Surgeon General, Govt. of Maharashtra.
5. To exercise supervision over patients Registry at T.B. Clinics.
6. To exercise supervision over admission office.
7. To attend to the correspondence in respect of issue of various certificates to patients.
8. To attend to the complaints of patients and their relatives attending the hospitals.
9. To work as a Liaison Officer between Hospitals and clinics.

**Powers: As delegated by Medical Superintendent.**

**Sub Engineer/Jr. MEC**

To assign the work to the staff under him according to the nature and urgency of work. To supervise the work and attendance of the staff under him if any noticed to the higher authorities. To look after the maintenance and repairs of electrical mechanical installations water fittings and supply gas fittings and supply, sanitary fittings, dead stock articles and other hospital instruments etc. and to attend the complaints about them. To look after the maintenance and repairs of hospital, wards, staff Qts. and other structures in the premises of the hospital. To see that the water pumps are regularly operated so as to have continuous water supply throughout day and night to all the wards of the hospital and the staff Qts. etc. To maintain register for Plant & Machinery and dead stock articles to issue the articles to the wards and to the staff quarters and to check up the articles periodically to see whether they are in working condition.

To report about unserviceable or irreparable condition of articles so as to take steps for writing them off. To see that the lifts in the hospital premises are in working condition and to take steps for repairs, etc. to them. To take reading of electrical meters located in the hospital premises and to check up the electric bills. To purchase non-scheduled items required carrying out different jobs in consultation with the Head Clerk(Accounts)

To perform any other duty as may directed by the superior authorities.

### **A.S.O.**

To conduct preliminary enquiry, attendance record for the security staff.

General Administration of security department, Protection of Mun.property. Liaison work with respective police station for security related matters. Disaster Management during any untoward incident.

